



City Administrator's Weekly Report

Week Ending August 28, 2015

CITY ADMINISTRATOR UPDATE:

A. Upcoming City Council Meeting(s)

Note: The agenda is available on the City's website approximately 72 hours before the meeting. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. The upcoming meetings are:

- *Tuesday, September 1, 2015* – City Council Special Meeting at 6:00 p.m.
 - Agenda Items:
 - Public Hearing on Proposed Tax Rate; and
 - Public Hearing on Proposed FY 2016 Annual Operating Budget.
- *Tuesday, September 8, 2015* – City Council Regular Meeting at 6:00 p.m.
 - Tentative Agenda Items:
 - 3rd Quarter Investment Report;
 - Texas First Accounting Services;
 - Animal Shelter Site;
 - FY 2016 Routine Airport Maintenance Grant; and
 - Koenig Park Lift Station.

B. Meetings Attended

During the week, I attended and participated in the following meetings:

- *Monday, August 24th* – Met with Kim Roach, of Armstrong, Vaughan & Associates, to discuss audit related issues.
- *Tuesday, August 25th* – Attended the Regular Meeting of City Council.
- *Thursday, August 27th* – Met with Lydia McCloskey, Senior Account Executive for HTS, to discuss the new City Hall Telephone System and related issues.
- *Friday, August 28th* – Met with Larry Heinrich, Public Works Director, to review his recommended garbage rates for FY 2016.

C. Topics of Interest and Update(s)

- ***Wastewater Treatment Plant Expansion:*** Freese and Nichols, Inc., the City's engineer for this project, has completed Phase II, which is design up to twenty-five (25%) percent. The Phase III design, which would involve the remaining design and bid process, has not commenced due to FNI's proposed cost and estimated time line for project completion. With Council member Phil King's assistance, the City Administration was introduced to a representative from **CEC Engineering Consultants**. After discussing the project with CEC, that Firm has offered to provide the City with up to forty hours of pro-bono engineering in order to review the project and to offer suggestions on Phase III issues mentioned earlier. ***Latest:*** The

representative for CEC has been furnished contract documents and preliminary design information, and is now reviewing those documents for the City.

- ***CommZoom:*** CommZoom, Castroville's current cable provider, has approached the City Administration and expressed an interest in locating a "hut" (12' by 28' structure) on City property, which would allow them to have redundancy between their system here and in Hondo. A meeting between the City Administration and CommZoom representatives was held, which resulted in four (4) potential sites being identified for the "hut". On August 25th, the City Council reviewed those four sites, and identified the Wastewater Treatment Plant site as the most suitable for the proposed CommZoom LLC "hut". ***Latest:*** The City Administration has notified the Chief Executive Officer for CommZoom, LLC of City Council's decision, and the CEO has indicated that his company will commence a thorough review of the WWTP site for the proposed facility.
- ***City Hall Telephone System:*** ***Latest:*** HTS Voice and Data Systems, the City's IT consultant, completed installation of the new telephone system, and also removed the old wiring at City hall during this week.
- ***Airport Runway Crack Sealing:*** Frontier Pavement Specialists, Inc., will commence seal cracking the Castroville Municipal Airport Runway on Tuesday, September 1, 2015. The work will consist of routing cracks, cleaning the cracks, applying herbicide, and sealing the cracks with a hot pour sealant.

WEEKLY UPDATES FROM DEPARTMENT HEADS:

- ***FY 2016 Budget and Proposed Tax Rate:*** The Administrative Services Director reports that the second public hearing on the proposed tax rate is scheduled for September 1, 2015. Additionally, the public hearing for the FY 2016 Proposed Annual Budget is also scheduled for September 1st.
- ***FY 2015 Routine Airport Maintenance Grant:*** The Administrative Services Director reports that the Castroville Municipal Airport was recently reimbursed \$5,691.87 under this Grant.
- ***Corner Store:*** The Community Development Director reports that general work on the building is now underway.
- ***Community Development Permitting Activity:*** The Community Development Director reports that three permits were received, two permits were issued and seven inspections were made during this period (see attached Permitting Activity Report);
- ***Sign Ordinance:*** The City Secretary reports that the City Council has set a public hearing for the proposed Sign Ordinance for Tuesday, September 22, 2015, at 6:00 p.m. in the City Council Chambers at City Hall.

- ***Koenig Park Lift Station:*** The Public Works Director reports that the existing pump has failed, and the department has engaged the services of a third party to periodically clean the lift station. He notes that an agenda item on the September 8th Regular City Council Meeting is for a proposed repair of the lift station.
- ***Police Department Activity:*** The Police Chief reports that the Department had 29 service calls, and issued 100 citations and/or warnings this week.

ATTACHMENTS:

- Edwards Aquifer Authority Notice of Stage II dated August 18, 2015.
- PD's Weekly Animal Control Report for August 20-26, 2015.
- PD's Weekly Code Violation Report for August 25-28, 2015.
- City Administrator Project Status Report for FY 2015/2016.
- Public Works Project Status Report for August 28, 2015; and
- Community Development Permitting Activity for August 23-29, 2015.



August 18, 2015

Mr. Mark Roath
City of Castroville
1209 Fiorella Street
Castroville, TX 78009

Re: Implementation of Stage II Critical Period Management in the San Antonio Pool

Dear Mr. Roath:

The purpose of this letter is to notify you that the Edwards Aquifer Authority (EAA) has declared Stage II of its Critical Period Management (CPM) Plan for the San Antonio Pool effective August 15, 2015.

Stage II was triggered by the 10-day average aquifer level dropping below the Stage II trigger level of 650 feet mean sea level, as measured at the J-17 index well in Bexar County. Stage II will remain in effect until such time as the criteria for this stage no longer exist.

Under Stage II critical period, all permit holders in the San Antonio Pool authorized to withdraw more than three (3) acre-feet must reduce pumping by 30 percent from their annual groundwater withdrawal amounts. Reductions are calculated by dividing the number of days the San Antonio Pool is in a stage of CPM by 365 days then multiplying by the correlating reduction percentage in effect. To assist you in calculating your groundwater withdrawal reductions throughout the year, we have developed an easy-to-use critical period calculator available online at <http://www.edwardsaquifer.org/manage/public/cpcalculator> along with other helpful information such as reports of daily and 10-day average aquifer levels.

Please also remember that during any stage of critical period, you must file monthly groundwater withdrawal reports with the EAA. These reports must be submitted to the EAA within ten (10) business days after the end of the month. Online reporting along with other critical period information are available on our website. You may mail or fax your completed reports to:

Edwards Aquifer Authority
Attention: Critical Period Team
900 E. Quincy
San Antonio, Texas 78215
Fax number: (210) 222-9869

For information regarding Critical Period Management please call the Critical Period Team at (210) 477-1883 or (866) 931-3239. Thank you for your support in managing, enhancing and protecting our shared water resource, the Edwards Aquifer.

Sincerely,

A handwritten signature in black ink, appearing to read "Roland Ruiz".

Roland Ruiz
General Manager



Weekly Animal Control Report

August 20 - August 26, 2015

Number of Animal Control Calls	14
Number of Dogs Picked Up	0
Number of Dogs Returned	0
Number of Dogs Euthanized/Died in Shelter	5
Number of Dogs Adopted/Released to FCAC	2
Number of Wild Animals Trapped	1
Number of Animal Bites	0
Dead Animals	1
Citations Written	0
Warnings Written	0
TNR	0
Number of Cats Picked Up	4
Number of Cats Returned	0
Number of Cats Euthanized/Died in shelter	6
Number of Cats Adopted/Released to FCAC	0

ACO Comments: 132.7 miles driven

(The 5 euthanized dogs were due to contamination with the Parvo virus) CF

MELISSA SMITH, ANIMAL CONTROL OFFICER

DATE

CITY OF CASTROVILLE
Little Alsace of Texas
1209 FIORELLA STREET



CASTROVILLE, TEXAS 78009
(830) 931-4090
FAX (830) 931-6373

Weekly Code Violation Report

AUGUST 25, 2015 - AUGUST 28, 2015

Number of new Code Violations Located (Total)	3
Junked Vehicles	0
High Weeds/ Grass	1
Trash/ Junk in yard	1
Pole Signs removed/ City signs replaced	0
Number of locations back in compliance	6
Number of letters sent out	0
Number of follow ups to COVs	10
Citations Written	0
Animal Control calls	2
Zoning violations	1

Corporal A. Skolweck #303

DATE

Project		Completion Date	FY2015/2016 City Administrator Project Status Report
Recurring Items			
1.	FY2016 Budget	September 8, 2015	Second Public Hearing on Tax Rate, and Public Hearing on Budget scheduled for September 1, 2015. Adopt Tax Rate and Budget on September 8, 2015.
2.	Financial Audit	Nov/Dec 2015	Auditor's field work will commence in November, 2015
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Active Projects			
1.	Reorganization of City Depts.	Oct/Nov 2015	Administrative Services Department will be renamed Finance Department. Office of Economic Development will be established, and Director appointed.
2.	Awards & Recognition Program	Sept/Oct 2015	Create a Program to recognize City Employee Service including special awards for "Employee of the Year", "Employee Contributing to the Community", etc. City Council approval of the draft program is required.
3.	Wellness Program	Nov/Dec 2015	Program to create a Wellness Program for City employees, which would improve the overall health, and reduce healthcare costs for the City. City Council approval of the draft program is required.
4.	Medina Valley Youth Baseball	Sept/Dec 2015	Complete talks with the MVYB Association, and make any modifications to the current contract as agreed. City Council approval of any contract modifications is required.
5.	Airport Runway Extension	Oct 2015	Complete Airport Runway Extension Project.
6.	Barrio Aviation	Sept/Dec 2015	Enter into negotiations with Barrio Aviation regarding the cost to repair Commercial Hangar #2.
7.	Airport Jet Fuel System	Sept/Oct 2015	Based on the Airport Advisory Board Recommendation, and City Council's acceptance of that recommendation, the City Administration will implement the directive.
8.	Airport Seal Crack Repair	Sept 2015	Commence and complete the seal cracking of the Airport runway.
9.	Finance Director	Sept/Oct 2015	Conduct an executive recruitment for the Finance Director position.
10.	CommZoom LLC Lease	Sept 2015	Complete negotiations with CommZoom LLC for a lease of City property to place a "cable hut". City Council approval of the lease agreement is required.
11.	Customer Service Renovation	Oct/Dec 2015	Hire Contractor, initiate and complete renovation of the Customer Service, Utility Billing and Municipal Court areas in City Hall. City Council approval of the contractor, and cost of renovation is required.
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Tasks	Project Name	Latest Status
1	WWTP Upgrade	Engineered by Freese and Nichols, Inc. (01/01/2014) The purpose of this project is to upgrade existing WWTP from .3 MGD to Final design of .9 MGD. (10/01/14) Phase I Wastewater Sampling an updated Planning Memorandum submitted to the City. (02/17/2015) Received 25% plan submittal, which was part of Phase II with the City returning comments on (4/19/2015). (6/12/2015) Engineers submitted Phase III Plan and Contract for City Review. As of this Status update project on hold pending review by outside contractor of the of pricing and schedule submitted with the Phase III plan.
2	East Side Lift Station	Engineered by KSA Engineers, Inc. (09/01/2013) Draft report submitted to City for review. (03/30/2015) Plans and outstanding items Control Log submitted to the City for review. (8/07/2015) Mail rights of entry to area residents. (09/01/2105) Begin final design surveys. (12/01/2106) Projected date for final completion of the project.
3	Water Line Replacement Proj.	Engineered by KSA Engineers, Inc. (6/12/2012) First proposal to City to replace certain water lines to improve the distribution system.) This project replaces and/or upgrades 35,535 ft of various sizes of water main ranging from 3/4" to 10" (10/01/2013) Feasibility Study presented to City in support of TWDB loan for project. (3/13/2105) Rv received Outstanding Items Control Log and Preliminary Project Specifications for Review. (4/19/2015) City reviewed Control log and plans and returned comments. (09/09/2015) Submit plans to TW DB for review and TXDOT permits. (12/01/2016) Projected date for completion of the project.
4	London St. Repair	(12/15/23104) Was given this project plus others that were planned for this budget year. (07/03/2015) Received one proposal for repair of the first 240ft of London Street. (07/07/2015) Was directed by City Administrator to see if or how we could also make drainage improvements as part of this repair. As of this status all of my inquiries to local contractors, who said they would talk to me about it has not happened due to their existing workload.
5	Street Rehab Proj.	2014-2105 Budget year street Rehabilitation has not been undertaken as of yet. County has had to concentrate on their projects that were awarded by Grants so they do not lose the money and have not been able to work in the City.
6	Koenig Lift Station	(7/22/2015) First options for repair of station presented to council. (12/15/2104) Project scheduled for this budget year. (08/03/2015) Believed updated repair estimate from only contractor responding to request for quotes. (08/21/2015) Remaining operations pump at station failed. (08/27/2015) Submitted proposed Council Agenda Item for City Administrator review. (10/15/2015) Projected completion date for this project.
7	River Bluff Pressure Tank	I have no update on this project at this time.
8	River Bluff Distribution Sys.	This project is scheduled for Budget year 2016-2017
9	Country Village Dist. Sys.	This project is scheduled for Budget year 2016-2017
10	I&I Project Wastewater	I have no update on this project at this time.
11	Backflow Ordinance	(12/15/2014) This was a requested review and future proposal for Council. (3/31/2015) Submitted recommendation on procedure for backflow testing in the City. As of this update have a preliminary ordinance composed but not reviewed by City Administrator. (11/1/2015) Projected completion of this Project.
12	Solid Water Collection Contract.	(03/31/2015) Expiration date of current Solid Waste Collection contract. (06/24/2015) Issued RFP for Refuse Collection, Recycling and Disposal Services. (7/31/2015) Opened and reviewed RFP's for proposal to Council. (08/31/2105) Council approved RFP from Waste Management of Texas as proposed from staff. (08/28/2015) Met with City Administrator to approve rates to be included in 1015-2016 budget. Project Complete.
13	Lower Lacoste Traffic Calming Study	(12/15/2014) Was included with other projects that needed addressing. As of this update signs have been installed in the County warning of speed zone ahead and reduced speed ahead. City Police have been conducting extra patrols in the area and have deployed their speed warning trailer. (9/30/2015) Projected submittal of results and recommendations to the Council.

14	WWTP Permit Renewal	Permit being prepared by Freese and Nichols, Inc. (07/14/2015) Contract awarded to FNI to submit for the City its WWTP renewal application. (08/20/2105) Draft permit renewal received by City for review and comments. (08/24/2015) City returned comments; Mayor signed required sheets and documents mailed back to FNI. (08/31/2015) Payment sheet and copy of check to go to FNI. This completes submittal portion of this project.
15	Water Study	Engineered by Freese and Nichols, Inc. (03/24/2015) Council gave approval for FNI to update the Water Model for the City. (04/17/2015) Received and deployed pressure recorders throughout the City. (05/01/2105) Returned recorders to FNI. As of this update only item left on City list is to provide water usage with address data to FNI. (09/30/2015) Projected completion date for this project.
16	RV Park Wi-Fi Project	(8/20/2015) This project is complete now waiting final walk through with contractor but system is working.
17	Relocation of Public Woks	(12/15/2104) This also was presented to me as needed to done. As of this update have been reviewing new and old proposed relocation sites for PW. Realistic projected completion date for this project would be sometime in 2016.
18	SCADA Phase III	(2103) City started on a multi-phase project to update the existing SCADA (System Control and Data Acquisition) system. Phase I and Phase II is complete. (11/25/2013) Received proposal for Phase III improvements from Block Design. (7/14/2015) proposal presented to council and accepted. As of this update equipment has been ordered but actual work has not been started. (10/31/2015) Proposed phase completion date.

Permitting Activity August 23, 2015 – August 29, 2015					
Received:					
Permit #	Address	Date	Type	Description	
480	601 Hwy 90 East	8/27/15	Sign Permit	Temporary Signage	
479	1209 Lisbon	8/25/15	Plumbing Permit	Gas Test and Tankless Water Heater	
478	1102 Gentilz	8/24/15	Accessory Building	Farm Accessory Building for Horse	
Issued:					
Permit #	Address	Issued	Type	Description	
480	601 Hwy 90 East	8/27/15	Sign Permit	Temporary Signage	
479	1209 Lisbon	8/25/15	Plumbing Permit	Gas Test and Tankless Water Heater	
Inspections:					
Permit #	Address	Scheduled	Type	Description	
354	1408 Alsace	8/27/15	Plumbing	Rough	
411	104 Harvest Moon	8/26/15	Electrical	Underground	
479	1209 Lisbon	8/26/15	Plumbing	Rough	
293	1114 Gentilz	8/25/15	Building	Flatwork	
433	136 Westheim	8/25/15	Plumbing	Top Out	
360	1408 Alsace	8/24/15	Mechanical	Final	
360	1408 Alsace	8/24/15	Mechanical	Above Ceiling	